

October 17, 1968

## MEMORANDUM FOR THE RECORD

SUBJECT: Records Management

25X1A

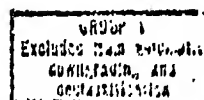
On Friday morning October 4, [ ] and I had a chat with [ ] Chief of the [ ] of CI Staff. The object of our discussion was to get clarification from him of the CI memorandum which requests that certain financial records be retained for a period of 30 years before destruction. In the CI Staff memorandum which is dated 8 May 1968 to the DDP and signed by Chief, CI Staff is listed the following categories of financial records: (1) travel accounting records (PCS & TDY) (2) operational entertainment and expense vouchers (3) leave records (4) field transportation records (5) personal service contracts.

[ ] briefed us on the relationship of finance records to some of CI Staff's investigations. He pointed out that the main objective of the CI search is to determine that a certain individual is in a certain place at a particular time. He said that finance records are ~~the main~~ *an asset* source of information in this regard. He stated, therefore, that they would include in the finance material, ~~they wish~~ *to* to retain for 30 years, all travel accounting records and operational and entertainment expense vouchers which pertain to an individual's activities. CI Staff is not interested in the administrative data collected in overseas stations concerning quarters allowances, administrative expenses and other overhead items.

Under the subject of leave, he pointed out that CI Staff would settle for a 10-year retention period of leave records on all CIA personnel who retire at age 60. This will permit us to follow the GAO schedule which permits the destruction of leave records in 10 years after the person's retirement. He said, however, that for people who are ~~not~~ *of* retired ~~will~~ *of* age that they would require that leave records be retained for 30 years as stated in their memorandum, *or*.

[ ] agreed that he was not interested in field transportation records if documents certify to transportation of household effects, automobile supplies and equipment, etc. We can, therefore, follow the GAO schedule on destruction of field transportation records which calls for destruction four years after the transaction is completed.

SECRET



- 2 -

25X1A

We agreed, also, with [redacted] to find out where personal service contracts are maintained other than the Office of Finance files. We agreed to spot check to see if they are maintained in employee 201's, CPD/OP, and/or project files. After we have this additional information we are to call [redacted] for further discussions.

25X1A

25X1A

25X1A

001

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification